

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	iress FOR RECORDS MANAGEME			
Application Date	Georgia Ports Authority	**************************************	Application Number		
4/6/83	Operations Division	1 79-5	79-8-A  Date Received Date Completed		
Application Number	Post Office Box 2406				
102	Savannah, Georgia 31402	APR 1 1 1983	MAY 3 0 1984		
2. Person to Contact	– I <u>de la companya de la companya de</u> Working Title	FEB 6 (98103	Telephone Number		
•	Administrative Ma		964~3927		
Sandra_Jones 3. Action Requested	Administrative Ma	ing musiki tal <del>gan</del> o sib	707 73721		
a.	n Schedule; record will continue to accumulate. accumulation; no further accumulation anticipated. No79-8 Check One: S Change; Su  5. Records Series Title (followed by title used in office				
Earliest Latest			•		
1962 To Date	Invoice Files		· · · · · · · · · · · · · · · · · · ·		
. Division and Office Function	on What is the function of the Division and the Off	ice in which this record s	eries is created?		
all paperwork with	ority, analyzation of ship schedules, confield divisions, insures that all paper need and verified against documentation	work is properly	prepared		
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	•	•			
Donard Carles St. 1 at	This file annulus the fell street and the fell		:		
7. Record Series Description	This file contains the following documents (include for Attach samples of the file.	erm numpe <b>rs and</b> titles, if	any):		
Documents relating to:	Collecting fees for services rendered	l <b>.</b>			
- -		•	. '		
Included are:	Invoices for all services rendered.		·		
			•		
			•		
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T					
File is arranged:	Alphabetically by customer; thereafte	er by invoice num	ber		
•		er by invoice num	ber		
3. Monthly Reference Rate	How often are records referred to which are: $\frac{\text{daily}}{\text{der} = 2}$ ; Seven to twelve months old $\frac{\text{daily}}{\text{s}}$ ; Thir $\frac{2}{\text{der}} = \frac{2}{\text{s}}$ ?	teen to twenty-four mon	ths old;		
One to six months oldd twenty-five months and old	How often are records referred to which are:  laily; Seven to twelve months olddaily; Thir  der2?	teen to twenty-four mon	ths old;		

	(Place an "X" in the proper column)	
a. Is this the office	ficial copy of the series?	
if not, where i		
X Does the series	es contain confidential information requiring security handling? If yes, cite law or regulation	
X c. Is this a vital re		1
X d. Does this serie	es have historical or long term research value?	
X e. When one or to	two documents in the file make it necessary to keep the entire file for a long period, could	these
	scheduled separately?	-
	ation contained in this series ever published? If yes, attach copy,	
X g. Is the information of the stack of the	ation contained in this series ever analyzed and/or recorded in a summarized report?	
h. Is there a dupling If yes, where?	olication of this series in your office, or in another office or agency? Ship file, billing & inventory file, CFS file, Breakbulk & d	ockage file.
X i. Is this series (o	or a major portion of it) regularly microfilmed?	<del>-</del>
	ord series result in a computer printout?	
11. Retention Requirements	The following requires the series to be kept:	
a. State Law		years.
	e. Administrative need	, years
c. Federal law	f. Federal retention instructions	years.
•	laws or regulations. Explain administrative need.	
O.C.G.A. 9-3-21	. <b>4</b>	
-		
	The state of the s	
12 Approved Disposition Inst	tructions This agency recommends that the file series be cut off at the end of each:	
12. Aperated Disposition mate		Į
	☐ Calendar Year; ☐ Fiscal Year; ☑ Othersix months	tnen,
The table in the summer file.		tnen,
	es areamonth(s)1year(s); then	tnen,
Transfer to local holding	es areamonth(s)1year(s); then ing area, hold6year(s); then	tnen,
▼ Transfer to local holding     □ Transfer to State Recor	es areamonth(s)1year(s); then	tnen,
<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then	tnen,
<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then	tnen,
<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li><li>☑ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then	tnen,
<ul><li>Transfer to local holdin</li><li>□ Transfer to State Recor</li><li>☑ Destroy.</li><li>□ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then	tnen,
<ul><li>Transfer to local holdin</li><li>□ Transfer to State Recor</li><li>☑ Destroy.</li><li>□ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then	tnen,
<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li><li>☑ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then	tnen,
<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li><li>☑ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then nives for permanent retention.	tnen,
<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li><li>☑ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then	tnen,
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<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li><li>☑ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then nives for permanent retention.	tnen,
<ul><li>Transfer to local holdin</li><li>□ Transfer to State Recor</li><li>☑ Destroy.</li><li>□ Transfer to State Archi</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then nives for permanent retention.	tnen,
<ul><li>☑ Transfer to local holdin</li><li>☑ Transfer to State Recor</li><li>☑ Destroy.</li><li>☑ Transfer to State Archim</li></ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then nives for permanent retention.	tnen,
<ul> <li>Transfer to local holdin</li> <li>□ Transfer to State Recor</li> <li>☑ Destroy.</li> <li>□ Transfer to State Archi</li> <li>□ Other (Specify)</li> </ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then hives for permanent retention.	tnen,
<ul> <li>Transfer to local holdin</li> <li>Transfer to State Record</li> <li>Destroy.</li> <li>Transfer to State Archid</li> <li>Other (Specify)</li> </ul>	es areamonth(s)1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then nives for permanent retention.	tnen,
Transfer to local holdin ☐ Transfer to State Recor ☑ Destroy. ☐ Transfer to State Archi ☐ Other (Specify)  These instructions apply to	es areamonth(s) 1year(s); then ing area, hold 6year(s); then ords Center; holdyear(s); then nives for permanent retention.	
<ul> <li>▼ Transfer to local holdin</li> <li>□ Transfer to State Recor</li> <li>▼ Destroy.</li> <li>□ Transfer to State Archi</li> <li>□ Other (Specify)</li> </ul>	es areamonth(s) 1year(s); then ing area, hold 6year(s); then ords Center; holdyear(s); then nives for permanent retention.	Date
Transfer to local holdin ☐ Transfer to State Recor ☑ Destroy. ☐ Transfer to State Archi ☐ Other (Specify)  These instructions apply to	es areamonth(s) 1year(s); then ing area, hold 6year(s); then ords Center; holdyear(s); then nives for permanent retention.	Date
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Transfer to local holding Transfer to State Record Destroy.  Transfer to State Archid Other (Specify)  These instructions apply to Agency bread/Designed (Signs)  Recommendations in para-	es areamonth(s) 1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then nives for permanent retention.  to all prior and future accumulations of the series.  Sture) Date	Date 1-6-83
Transfer to local holding Transfer to State Record Destroy.  Transfer to State Archid Other (Specify)  These instructions apply to Agency bread/Designee (Sign)  Recommendations in paragraph 12 are approved.	es areamonth(s) 1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then nives for permanent retention.  to all prior and future accumulations of the series.  Sture) Date	Date  1-6-8-3
Transfer to local holding Transfer to State Record Destroy.  Transfer to State Archid Other (Specify)  These instructions apply to Ageno plead/Designee (Signs Recommendations in paragraph 12 are approved.  (If disapproved, attach letter	es areamonth(s) 1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then hives for permanent retention.  to all prior and future accumulations of the series.  State Records Management Officer (Signature)  State Records Committee (Signature)  State Auditor/Designee	Date 1-6-83
Transfer to local holding Transfer to State Record Destroy.  Transfer to State Archid Other (Specify)  These instructions apply to Agency bread/Designee (Sign)  Recommendations in paragraph 12 are approved.	es areamonth(s) 1year(s); then ing area, hold 6year(s); then ords Center; hold year(s); then nives for permanent retention.  to all prior and future accumulations of the series.  Ature) Date	Date 1-6-83
Transfer to local holding Transfer to State Record Destroy.  Transfer to State Archid Other (Specify)  These instructions apply to Ageno plead/Designee (Signs Recommendations in paragraph 12 are approved.  (If disapproved, attach letter	es areamonth(s) 1year(s); then ing area, hold6year(s); then ords Center; holdyear(s); then hives for permanent retention.  to all prior and future accumulations of the series.  State Records Management Officer (Signature)  State Records Committee (Signature)  State Auditor/Designee	Date 1-6-83



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FOR AGENCY USE	1. Agency Address	FOR RECORDS M	ANAGEMENT USE	
Application Date	Georgia Ports Authority	Application Number		
11-30-78	Operations Division	79-8		
Application Number	Post Office Box 2406	Date Received	Date Completed	
48	Savannah, Georgia 31402	JAN 1 9 1979	FEB - 5 1979	
	THE TENTON IN STREET	15/3	5 19/9	
2. Person to Contact	Working Title	7	Telephone Number	
Sandra Jones	Operations Manager	964-1721, # 289		
3. Action Requested		•		
a. 🗆 Establish Retention	Schedule; record will continue to accumulate.			
	ccumulation; no further accumulation anticipated.			
	No115 Check One:  Change;  Superced			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	fferent)		
1962 To Date	Invoice Files		•	
6. Division and Office Function		which this record serie	es is created?	
	ations assists the Executive Director in the	managerial fun	ctions of the	
Georgia Ports Author	ity and is responsible for the operations of	: the Cavannah C	tata Dacka I	
Warehouses - Garden	City Terminal and Ocean Terminal, Savannah S	tate Docks & Pa	ilroad Company	
Augusta State Docks	- Barge Terminal, Bainbridge State Docks - B	Parco Torminal &	Pruncytak	
State Docks & Wareho	uses. He also handles the function of lease	sarge rerminar a	actiotina	
leases for all divis	ions of the Port Authority, and with commerc	ial and industr	gorrarriig ial oonoonno :	
for use of space pro	vided by the Georgia Ports Authority.	, rai ana maysii	iai concerns	
•	, , , , , , , , , , , , , , , , , , ,		× .	
The Office Manager i	n which this file is created supervises the	work of the ward	ehouse, billing	
import and export de	partments, analyzes ships' schedules, coordi	nates the proced	ssing of all	
paperwork with field	divisions, insures that all paperwork is pr	onerly prepared	and carefully	
balanced and verifie	d against documentation received, facilitate	es expeditions c	argo handling.	
			arge manorrige	
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles, if any	y):	
	Attach samples of the file.			
Documents relating to:	collecting fees for <b>services</b> rendered.			
	on the contract of a few of ch		İ	
	Involved for all sandars and and	1 11 51	·	
Included are:	Invoices for all services rendered.			
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• .				
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File is arranged:	Alphabetically by customer, thereafter by	invoice number		
· ive is arranged;	. , , , , , , , , , , , , , , , , , , ,			
8. Monthly Reference Rate	How often are records referred to which are:		3-4	
One to six months old	Seven to twelve months old; Thirteen to	twenty-four months	old;	
twenty-five months and olde	r?			
9. Annual Rate of Accumulation	on of Records			
Letter-size drawers	the of Reports ; Legal-size drawers 4-5; Shelves ; (	Other (specify)		
AR-60-71; Rev. 76	(Over)	بسانات ومساوي بأسالها		
THE WALL A COMME CA	(Over)			

YES NO 10. Cuestionnaire		in the proper of	olumn) 🛂 🥫			<del></del>
a. Is this the off		series?				SE COMP
b. Does the serie		ential information	n requiring s	ecurity handling? If yes, cite la	w or regulati	
× c. Is this a vital r	ecord?		- <u></u>		· · · · · · · · · · · · · · · · · · ·	
		or long term rese	earch value?			
				keep the entire file for a long	period, could	these
× documents be	scheduled separ	` '				
X f. Is the informa	tion contained i	n this series ever r	oublished?	If yes, attach copy.	·	
g. Is the informa		n this series ever a	analyzed and	l/or recorded in a summarized r	eport?	
	ication of this s *Ships' fil	eries in your office, Billing &	<b>e, or in ano</b> Invento	her office or agency? ry file, CFS file, Bre	ak Bulk &	Dockage file
• 7		on of it) regularly		1?		
1 × 1 i. Does the record 11. Retention Requirements		a computer print following require		to he kent:		
•	·	s ronowing require		·		
a. State Law	-4	years.		Audit period	<del></del>	years.
b. Statute of limitation c. Federal law	7	years.		Administrative need	-	years.
C. Federal law	*	years.	<b>T.</b>	Federal retention instructions		years.
Attach copy or excerpt of	laws or regulatio	ons Explain admir	nistrative ne	and the state of t	22	
. Attach copy of execupt of	·	ins. Explain autim	IIISTI QLIVE TIE	su. 1 1	•	
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ivi		Calendar Year; 🗆	] Fiscal Yea	r; 🖸 Othersix mont	hs	then,
and one of the of		•				
☐ Hold in the current file				s); then	· ·	~ · · ~;
☐ Transfer to local holding	ig area, hold	year(s);	; then			; 2.2
Transfer to State Reco	'ds Center; hold	yea	r(s); then			,
Destroy.	ves for permane	nt retention	1.1		1 1	<b>5</b> . <b>5</b> .
Other (Specify)	ves for permane	iit i eteiitioii.	1	;	: in	· . (
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* Depending on what	The Involce	e pertains to	o, what s ch invoid	ervices were performed e does not go into all	five fil	es Willen
above.	illed in. /	Copy of eac			1110 111	
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-						,
These instructions apply to	all prior and fu	iture accumulation	ns of the se	ies.		
	- wil priws with 19		1114 441	·==•	2.)	
A to be also					- All	·
Agency Head/Designee (Signa	ture)	Date	1	anagement Officer (Signature)	<i>V</i> *	Date
AS Now		1/10/75	Cara	I hon poor	89	1-10-19
				ite Records Committee (Signa	turei	Date
Recommendations in para-		7		1 / I		7-1-70
graph 12 are approved.  (If disapproved, attach letter	ak	tor/Designee	M	- Cherry		1 2 2
of explanation.)	Secretary of	State/Designee	Ua.	riole Har	4	1-31-79
	Attorney Ge	neral/Designee	IM	while		12.2-71